

**THE FIRE AND POLICE CIVIL SERVICE COMMISSION ANNOUNCES A WRITTEN EXAMINATION  
FOR POLICE CADET IN THE SAN ANTONIO POLICE DEPARTMENT**

**SALARY:** \$2,300 per month

**PURPOSE:** The purpose of this examination is to establish an eligibility list to fill vacancies as they are approved for Police Cadet. The eligibility list will be valid for a period of 12 months from the date of approval unless exhausted.

**ESSENTIAL FUNCTIONS (MAY NOT BE LIMITED TO THE FOLLOWING):** Attends training regarding: laws and ordinances, modern law enforcement techniques, forensics, self defense, physical restraint, motor vehicle operation, physical fitness, nutrition and strength, marksmanship and firearms maintenance, citizenship, role-playing, communication, and report writing. Reads and/or listens to orders. Patrols assigned area by motorcycle, automobile, bicycle, aircraft or on foot. Prevents unauthorized activities. Checks windows, doors, entrances, and exits of buildings and building establishments. Apprehends and restrains violators of laws/ordinances which may involve running, jumping, climbing, use of force, use of weapons. Arrests violators, which may include reading rights, handcuffing, searching persons/vehicles/buildings, grounds, loading individual into vehicle and transporting to jail. Escorts prisoners to court and may be required to testify in court. Confers with individuals involved in disturbances, attempts to resolve disputes and refers individuals/families to social agencies. Enforces traffic regulations. Writes citations for violations of laws and ordinances. Directs traffic. Investigates accidents which may include pushing cars, rendering aid and rescuing victims. Provides directions. Assists stranded motorists. Writes detailed report for each interaction. Works with citizens and neighborhood groups to solve problems.

**PHYSICAL DEMANDS:** Standing, walking, running, sitting, lifting over 120 lbs., carrying over 70 lbs., pushing, pulling, climbing, balancing, stooping, kneeling, crouching, crawling, reaching, handling, bending, and finger dexterity.

**ENVIRONMENTAL CONDITIONS:** Inside/outside (buildings & vehicles), extreme cold/heat with/without temperature changes, rain and/or humidity, noise (siren use). Mechanical and electrical hazards/explosives. Exposure to blood and body fluids.

**MINIMUM QUALIFICATIONS:**

**A. POLICE OFFICERS**

Applicants must possess the following qualifications at the time of application for the position of police officer:

1. Applicants must be at least 20 years and 6 months by the date of the written examination.
2. Applicants must not have reached 36 years of age by the time of appointment to the Police Academy.
3. Applicants younger than 21 years of age may be eligible, if the applicant is at least 18 years of age and has:
  - Successfully completed and received credit for at least sixty (60) hours of study at an accredited college or university; or
  - Received an Associate Degree from an accredited college or university; or
  - Received an honorable discharge from the United States Armed Forces after at least two (2) years of active military service.
4. Applicants exceeding the maximum age requirement of 36 years of age, but have not reached 45 years of age, may be eligible if they have:
  - At least five (5) years active military service with the United States Armed Forces; or
  - At least five (5) years experience as a certified, full-time peace officer with a certified law enforcement agency.

5. Applicants must not have any of the disqualifying items listed below on their record:
- Conviction of any offense above the grade of Class B misdemeanor, or other crime involving moral turpitude.
  - Any discharge from the United States Armed Forces other than Honorable. (Uncharacterized and Entry-Level discharges may be accepted and will be assessed on an individual basis).
  - Two (2) or more traffic violation convictions within the twelve (12) months preceding the date of the written examination.
  - Conviction of a Class B misdemeanor within the last ten (10) years.
  - Conviction of a crime involving family violence.
6. Applicants must have a high school diploma or a G.E.D. Certificate. When an applicant presents a high school diploma or a G.E.D. certificate, the applicant's academic records must reflect a minimum overall grade point average of "C" or its numerical equivalent. In the event an applicant's high school grade point average is below this standard, or the police applicant presents a G.E.D. certificate, the applicant must have attended an accredited college or university, completed at least twelve (12) semester hours, and maintained a minimum grade point average of a "C" or its numerical equivalent.
7. Must be a United States citizen.

#### **Applications:**

Applications will be accepted:

Beginning Tuesday, November 12, 2002 and ending Friday, December 13, 2002, (***Excluding Thursday and Friday, November 28 & 29 Thanksgiving Holidays***). Applications will be accepted Monday through Friday at:

**Police Applicant Processing Unit  
215 S. San Saba**

Monday – Friday      8:00 a.m. – 7:00 p.m.

Applications will be accepted in person or by U.S. Mail. Mailed applications must be postmarked **no earlier than November 12, 2002 and no later than December 13, 2002.**

Mail applications to:      SAPD Applicant Processing Unit  
P.O. Box 839948  
San Antonio, Texas 78283

**FAXED, INCOMPLETE, UNSIGNED OR UNDATED APPLICATIONS  
WILL NOT BE ACCEPTED**

#### **TIME/PLACE OF EXAMINATION:**

DATE:      January 14, 2003  
TIME:      4:00 P.M.

PLACE: EXHIBIT HALL "D", CONVENTION CENTER,  
200 E. MARKET STREET

**IDENTICAL GRADES:** Whenever two or more competitors for a beginning position in either the Police Department or the Fire Department shall attain the same passing grade, these applicants shall be ranked according to the lot they draw, with the lowest lot being ranked first.

**VETERAN'S PREFERENCE:** To be considered for Veteran's Preference Points, applicants who pass the written examination and have been discharged from the military ***MUST SUBMIT A LEGIBLE (MEMBER 4) COPY OF THEIR DD 214 AT THE TIME OF APPLICATION (NO EXCEPTIONS). (The Member 4 copy of the DD 214 must state Honorable Discharge.)*** Only an original or certified true and exact copy of the DD 214 indicating character and length of honorable service will be considered sufficient evidence of honorable military service.

**DATE OF ANNOUNCEMENT:** *October 14, 2002*

Elisa Peña Bernal, Director  
Firefighters' and Police Officers' Civil Service Commission

